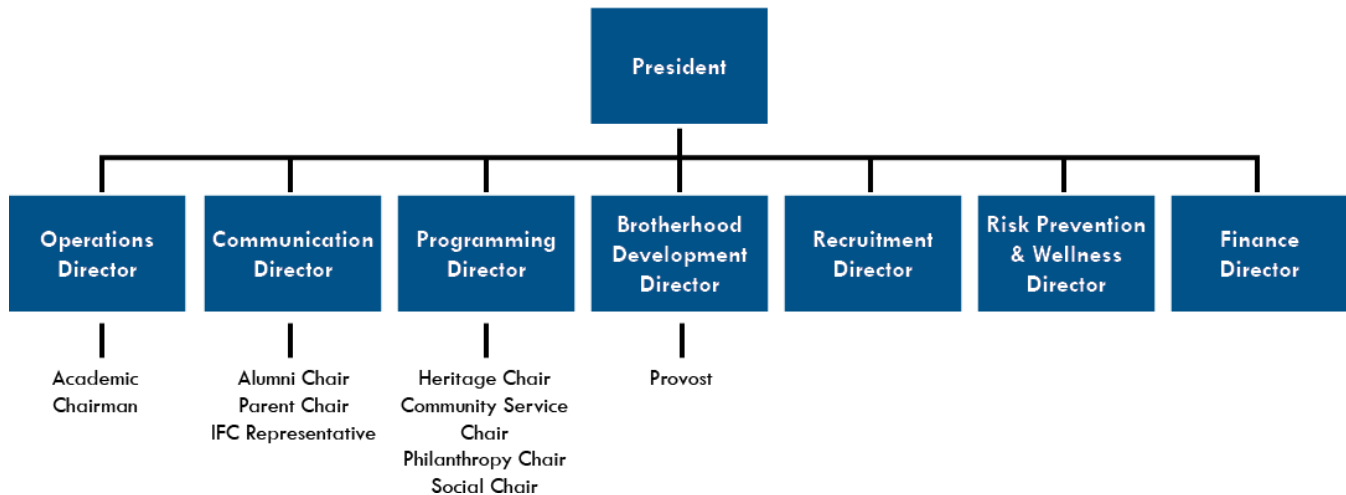


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Zeta Beta Tau Chapter Officer Structure



In the above model, blue positions are those positions which are elected by the chapter directly. Once the Executive Board is elected, the additional positions underneath some of the officers are appointed and approved by the elected Executive Board. In this model, each Executive Board officer under the President is expected to have a functioning committee which can assist them with their responsibilities and they have the flexibility to create additional roles within their area as they see fit. *For example, the Recruitment Director should have a committee to assist with recruitment, but he may also choose to have Recruitment Captains to further assist in his role.*

Complete officer manuals for each role can be found in the *myZBT* Resource Center or emailed upon request by asking your staff liaison.

President

The Chapter President serves as the chair of the Executive Board and manages the day-to-day operations of the chapter in between official chapter meetings. He will oversee all chapter meetings and is expected to be proficient with parliamentary procedure. He shall serve as an ex-officio member of all chapter committees. He shall oversee the operations of all Executive Board officers. He shall appoint committee chairs and other positions within the chapter with the approval of the Executive Board. He shall serve as the primary liaison to the local community, school administration, Greek community, International Headquarters and all other appropriate audiences. He shall lead the rituals of the Fraternity. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Operations Director

The Operations Director serves as the chair of the Operations Committee. He is tasked with the oversight of internal management of the chapter's operations. He should manage the current rosters of the chapter and ensure all information is up-to-date with the International Headquarters. He should lead an annual review of the chapter's governing documents. He should manage a master calendar to be shared from time-to-time with the brothers. He is in charge of completing the annual Standards of Excellence

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application and should recruit brothers to assist him as necessary in completing this task. He shall serve as the liaison to the Standards Board and report to the Executive Board their actions. He shall serve as parliamentarian for chapter meetings and will record discussions which take place at meetings and distribute these to brothers in a timely fashion. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Communication Director

The Communication Director serves as the chair of the Communication Committee. He is tasked with the oversight of all external communication of the chapter. He manages all technology and social media the chapter may choose to employ. He is also responsible for creating and distributing at least once a semester a newsletter to be sent to a variety of audiences. He approves all electronic and printed materials for the chapter and works directly with the President to keep lines of communication open between the chapter and their stakeholders. Should an individual not be selected as the IFC representative, the Communication Director shall serve in this role if he is able. The Communication Director is responsible for ensuring all forms necessary to be turned into the International Headquarters are done so on time and complete. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Programming Director

The Programming Director serves as the chair of the Programming Committee. He is tasked with the oversight of all chapter events and programs. He manages the event logistics, communication of information for each event to brothers and recruitment of event volunteers if they are needed. He manages the partnerships which are to be developed between the chapter and any other organization on campus and works with the campus administration to ensure all forms and policies are followed. He manages the chairman on his committee to ensure the success of all programs and events. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Brotherhood Development Director

The Brotherhood Development Director serves as the chair of the Brotherhood Development Committee. He is tasked with the oversight of all education and development of the brothers. He is responsible for utilizing *THE JOURNEY* with all brothers and should provide opportunities for education throughout the academic year. He manages in-person and online education. He works with the Provost to ensure new initiate education is completed and that they transition smoothly into *THE JOURNEY*. He is to plan all Initiation Rituals and ritual education and should plan brotherhood programs. He shall assist the President and the Standards Director in the running of the Semi-Annual Brotherhood Review Vote (SBRV). He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

Recruitment Director

The Recruitment Director shall serve as the chair of the Recruitment Committee. He is tasked with the oversight of the chapter's recruitment efforts. He shall manage the cultivation of a names list and plan and execute any participation in formal recruitment periods as defined by the campus community. He should work to create standards of recruitment which are to be used when identifying strong candidates for the chapter. He shall manage the logistics of recruitment events and plan an annual recruitment seminar to hone the skills of brothers in the chapter. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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Risk Prevention and Wellness Director

The Risk Prevention and Wellness Director shall serve as the chair of the Risk Prevention and Wellness Committee. He is tasked with developing, managing and enforcing procedures to reduce risk for the chapter and its brothers. He is tasked with bringing in outside speakers to train brothers on areas of risk management and harm reduction as well as overall health and wellness. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

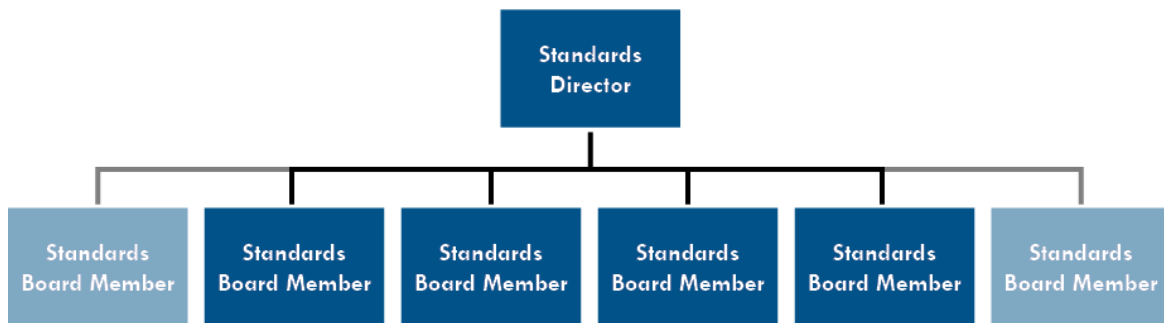
Finance Director

The Finance Director is the chair of the Finance Committee. He is tasked with the oversight and management of the chapter budget and funds. He shall work with the other Directors to receive budgetary requests, discuss their merits and create a budget. He shall work to ensure expenditures are within the budget, report to the Executive Board the status of the budget at least biweekly, file necessary tax documents on behalf of the chapter, manage the collection of dues and fees and make on-time payments of all bills and invoices incurred by the chapter. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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The Standards Board serves as a wholly separate entity from the Executive Board. The Standards Director and the other members of the Standards Board are elected by the chapter as a whole. A brother may not serve on both the Standards Board and the Executive Board at the same time. Minimally, the Standards Board should comprise 5 members, the Standards Director and 4 members each representing a class of the Fraternity (freshmen, sophomores, juniors and seniors). As the chapter grows, they may choose to add up to 2 additional members to the board who may represent any class of the Fraternity.



Standards Director

The Standards Director shall serve as the chair of the Standards Board. He shall convene the Standards Board at any time a complaint or grievance is submitted to the Standards Board or at any other time the Board believes they have the responsibility to hold a brother accountable for his actions. He shall lead discussions on issues at hand, charge the board to determine responsibility of violations and create plans to address issues and challenge and grow brothers. The Standards Director shall share the Standards Boards decisions with the Operations Director or he may attend Executive Board meetings directly to report when necessary. He shall perform all other duties as assigned by the Executive Board or the chapter's governing documents.

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